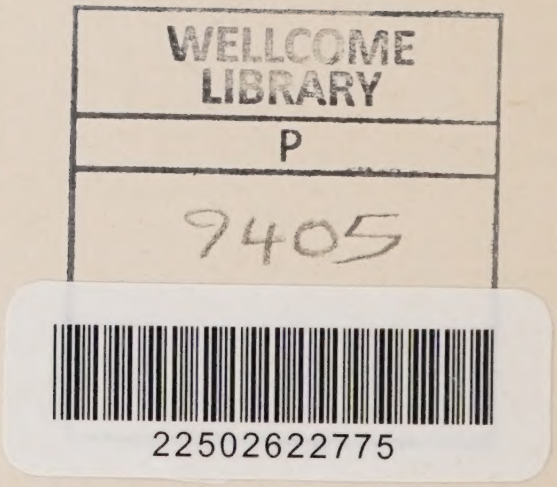
What We Live By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Bring this handbook with you. You will need it for reference throughout your course. If you should lose it, you will be expected to purchase another handbook.

This book belongs to

Carol Bartleson

What We Live By

FAIRVIEW HOSPITAL SCHOOL OF NURSING
Minneapolis, Minnesota

STUDENT HANDBOOK

Telephone Numbers for:
Nursing School Office, Hospital, Nurses'
Residence Office: GEneva 6691

Nurses' Residence

2nd floor GEneva 6840	4th floor GEneva 6836
3rd floor GEneva 1084	5th floor GEneva 3470

Thomas Hall Geneva 2333

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To get adjusted to the world
Is after all the wisest aim.
It won't adjust itself to us,
For it was here before we came.

Dear Student,

Through this handbook the Faculty of Fairview Hospital School of Nursing extends to you a sincere welcome. Our Residence will be your home for several months, and "What We Live By" will serve to orient you to your new home and to guide you while you are preparing to become a professional nurse.

The so-called regulations are not intended to restrict but are rather to allow the greatest freedom for the total group; your freedom ends where it interferes with the freedom of another. These regulations are also intended to help you to healthful and well-balanced living. In nursing education, the student's responsibility is not only to herself but also to those entrusted to her care.

Please keep this handbook and refer to it frequently. Also we are happy to give you additional help and guidance whenever you wish. Together we can work for good citizenship, and happy and positive Christian living.

Yours sincerely,

The Faculty

CONSTITUTION

of the

STUDENT ASSOCIATION

of

FAIRVIEW HOSPITAL

School of Nursing

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PREAMBLE

Whereas, we, the students of Fairview Hospital School of Nursing, have been granted the privilege of participating in the responsibility for our conduct as residents and as individuals;

Whereas, student participation in government means a system of cooperation between students and administrative officers for the carrying out of the highest ideals of the institution and maintaining the finest attitude;

Therefore, we, the Student Association, having organized, subscribe to the following rules and regulations, which are to be administered by a council chosen from our own number, with the cooperation and approval of the director of the school of nursing, the housemother, and the student counselor.

These regulations cannot be inclusive. It is expected, therefore, that every student will regulate her conduct in loyalty to the known spirit and purpose of our school.

ARTICLE I

Name

The organization shall be known as the Student Association of Fairview Hospital School of Nursing.

ARTICLE II

Purposes

The purposes of the Association shall be:

1. To be the official organization which shall be responsible for the government of the student body, and also the medium through which the opinions and wishes of the student body may be expressed and through which the administration may contact the student body when desired.

2. To foster social relationships and student activities.

3. To assist in maintaining a high morale and good scholarship in the school.

ARTICLE III

Membership

1. All undergraduates of Fairview Hospital School of Nursing shall automatically become members of the Association upon being enrolled in the school and shall remain members until they shall have finished their course or have otherwise severed their connection with the school.

2. All senior students who have not completed their course when the juniors become seniors, shall be included with the incoming senior class. They shall have all the rights and privileges of membership. Affiliate students who have been in the school less than six months may not vote or hold office.

3. Preliminary students shall have all the rights and privileges of membership except they may not vote or hold office in the Association until after the preliminary period after which they shall subscribe to the constitution by affixing their signatures. They shall elect class officers and a council representative not later than two months after their enrollment in the school.

4. Five year students shall have the rights and privileges of preliminary students during their first summer

term at Fairview Hospital School of Nursing. Five year students shall have the rights and privileges of freshmen after the capping exercises. Freshman privileges shall continue until they become juniors, at which time they will have junior privileges.

ARTICLE IV

Class Organization

The classes, Freshman, Junior, and Senior, shall each have suborganization responsible for the management of internal affairs. The officers shall be a class president, first vice-president, second vice-president, secretary, and treasurer.

Each class shall elect an adviser who must be a nurse member of the faculty. There shall be elected or appointed such committees as may be required. The student counselor shall act as an ex-officio member of all classes.

No one person shall hold office in any two organizations at one time.

ARTICLE V

Advisory Committee

There shall be an advisory committee of not less than six members to the Student Council, including the adviser from each class, the director of the school of nursing, the housemothers, and the student counselor. This committee shall not be authoritative but shall be available to advise the Student Council in any matter in which advice is sought.

ARTICLE VI

Organization of the Student Association

Section 1. *The Officers of the Association*

The officers of the Student Association shall consist of a president, first, second, and third vice-president, secretary, and treasurer.

Section 2. *Qualifications for Office*

a. All candidates for election to any office shall have been members of the association for at least six months and shall be in good standing.

b. The candidates for the office of president and for the offices of vice-presidents must be members of the incoming senior class.

c. The candidates for the offices of secretary and treasurer must be members of the incoming junior class.

d. In case an officer fails to remain in good standing her term of office may be terminated by the action of the student council.

Section 3. *Duties of the Officers*

a. The president shall preside at all meetings of the Association and Student Council and shall have general supervision over the affairs of the Association. She shall be ex-officio member of all committees. She shall have power to appoint all special and standing committees subject to the approval of the Student Council.

b. The first vice-president shall perform all the duties of the president in case of the latter's absence.

c. The second vice-president shall perform all the duties of the president in case of the absence of the president and first vice-president.

d. The third vice-president shall perform all the duties of the president in case of the absence of the president and the first and second vice-presidents.

e. The duties of the secretary shall be:

1. Keep minutes of all the Student Association and the Student Council, including regular and special, meetings.
2. Read the minutes of preceding meetings for approval or correction.
3. Arrange for posting notices in regard to Association meetings.
4. Arrange for distribution of election ballots and notices.

5. Notify all council members of both regular and special meetings.
6. Acknowledge and reply to correspondence.
7. Post necessary information about proceedings of each Student Council meeting.

f. The duties of the treasurer shall be:

1. Keep an accurate account of all receipts and disbursements.
2. Collect and keep record of any money received.
3. Pay such bills as have been approved by the Council.
4. Give a report by request at any regular business meeting of the Student Association and also present a full report at annual meetings.
5. Be a member of the standing finance committee and act as chairman of said committee.

Section 4. *Election of Officers*

a. Nominations for the six offices shall be made not later than one week before the election takes place, and the list posted. The nominating committee shall consist of three members of the Student Council, elected by the Council, and one representative from each class to be elected by the class. There shall be not fewer than three nominees for president. The candidate receiving the highest vote shall be the president and the one receiving the second highest vote shall be the first vice-president. There shall be not fewer than three nominees for second and third vice-presidents, two for secretary and two for treasurer. The one receiving the largest number of votes shall be second vice-president and the one receiving the second highest vote shall be third vice-president. The one receiving the largest number of votes shall be secretary and treasurer, respectively. All officers shall be elected by written ballot.

b. Election of above officers shall be held before the regular meeting of the Student Council in September, at which time the officers shall begin their term of office.

In case of a vacancy occurring for any cause, a successor shall be elected by the Student Council. The person so elected to fill a vacancy shall hold office during the unexpired term of the officer whose place she takes.

Section 5. *The Student Council*

The active administration of the affairs of the Association shall be in the hands of the Student Council, consisting of the president, first, second, and third vice-presidents, secretary and treasurer of the Association, three class presidents, president of the Lutheran Daughters of the Reformation, and four members at large, one to be elected by and from each of the classes and one to be elected by and from the five year group of sophomores to serve during their junior year. The latter member is to be elected by the time of the July meeting of the Student Council. In addition to being responsible for the actual government of the Association, the Student Council shall act as the means of contact with the faculty of the School of Nursing.

Section 6. *Meetings*

a. Meetings of the Student Association.

1. Regular meetings of the Student Association shall be held within two months after the admittance of each new class.
2. Special meetings of the Association may be called by the president on two days' notice, at her own discretion, and shall be called at the written request of any five members of the Association.
3. A quorum at any meeting shall consist of one-third of the membership of the Association in residence.
4. Failure to attend meetings of the Student Association shall result in the loss of one late leave for the following week unless a written explanation is presented to and approved by the president of the Student Association previous to the

meeting. Students on duty in the hospital are automatically excused from attending.

b. Meetings of the Student Council

1. Regular monthly meetings of the Student Council shall be held at a time fixed by the Association president and Student Counselor. A quorum shall consist of one-third of the members of the Student Council.
2. Special meetings of the Student Council may be called by the president or by three members of the Council. Twenty-four hours' notice previous to the time of any special meeting of the Council is sufficient. A quorum shall consist of one-half of the members of the Student Council.

c. Parliamentary procedures.

1. All questions of parliamentary law shall be governed by "Robert's Rules of Order" Revised.

d. Order of business.

1. At the regular and special meetings of the Association and Student Council the order of business shall be:
   a. Reading of the minutes of the last regular meeting and of special meetings.
   b. Communications
   c. Reports of committees
   d. Unfinished business
   e. New business
   f. Adjournment.

ARTICLE VII

Adoption of the Constitution

This constitution shall be adopted by the Student Association provided it receives the vote of two-thirds of the voting members of the Student Association in residence. Students away affiliating are encouraged to vote. When the constitution is adopted, all the members

shall indicate their approval of the constitution by affixing their signatures. It shall then be transmitted to the director of the School of Nursing with the request that she take the necessary action to secure approval of the administration. The constitution shall become effective as soon as the secretary is advised of such approval. Any amendment to the constitution shall become effective in the same manner.

ARTICLE VIII

Finances

Two dollars a year per member of the Student Association shall be available out of tuition paid on admission to the School of Nursing for use as the fund of the Association.

ARTICLE IX

Committees

1. *Standing Committees*

a. A finance committee of three members, one of whom shall be the treasurer and two other members appointed by the Student Council, shall be responsible for preparing the budget and advise on any other financial problems of the Association.

b. A nominating committee of three members of the Student Council, elected by the council, and one representative from each class, elected by the class, shall present candidates for office to the Student Association.

c. A social committee of three members, one member from each class, shall have charge of planning the year's monthly social activities.

2. *Special Committees*

a. At the will of the Association there may be appointed by the Student Council such committees as may be desirable, such as literary, athletic, or others.

Evening and Social Regulations

1. All students shall be in the residence and on the dormitory floors by 10:30 p.m. each night and 11:00 p.m. on Saturday, unless taking a late leave.

2. During the summer months from Memorial Day through Labor Day, students shall be in the residence and on the dormitory floors each night by 11 p.m.

3. A late leave is understood to mean either of the following:

   a. Permission to be away from the residence until twelve midnight.

   b. Permission to entertain callers from 10:30 until 12 midnight in the parlor of the residence. The student must sign the late leave book for such engagements.

4. A special late leave is understood to mean permission from the housemother or person on duty in the residence office to be absent after midnight until such time as specified by the person in charge.

5. There are no regular late leaves for preliminary students but one late leave a month may be granted for special reasons to take the place of one overnight permit.

6. Freshmen may have one regular late leave permit per week plus one extra late leave per month.

7. Juniors may have one regular late leave per week plus two extra late leaves per month.

8. Seniors may have two regular late leaves per week.

9. Late leaves cannot be taken on more than two successive nights without special permission from the housemother.

10. Over-nights: After the student is enrolled, a letter is sent to her parents asking them for their permission as to where their daughter may stay over night while she is at Fairview. Permission for each over-night leave is obtained at the Nursing School office. Students may have one over-night per week. An over-night takes the place of a late leave.

11. Students are to sign out whenever they leave the building if they will not return before 10:30 p.m., that is, when taking a late leave. To avoid misunderstanding a student is requested to telephone to the residence office if she forgets to sign out when leaving. If unable to reach the residence office she may leave her name at the hospital office.

12. Students taking a late leave and failing to sign out, will forfeit their late leave for the following week.

13. Unused late leaves may not be accumulated.

14. Smoking is not allowed in the residence.

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THE WAYS AND MEANS OF OUR HOUSE

Dormitory living is community living and the rights and privileges of one's neighbors must be respected. Certain requirements are necessary to promote good order and right habits of living. The housemother is in charge of the residence and one of her responsibilities is to require orderly housekeeping by the occupants of the residence.

Rooms

Your room is your home for the time being. Prove your good housekeeping by keeping it neat, clean and orderly.

Roommates

Roommate preferences will be respected whenever possible when room assignments are made. Request for change of roommate may be made to the student counselor or housemother, although frequent changes of roommates cannot be granted.

Furnishings

Each room is furnished with a bed, study table and chair for each occupant. Furniture must not be moved from one room to another. Students may bring personal belongings to make their rooms attractive, such as pictures and small pillows.

Pictures and wall decorations are hung from the

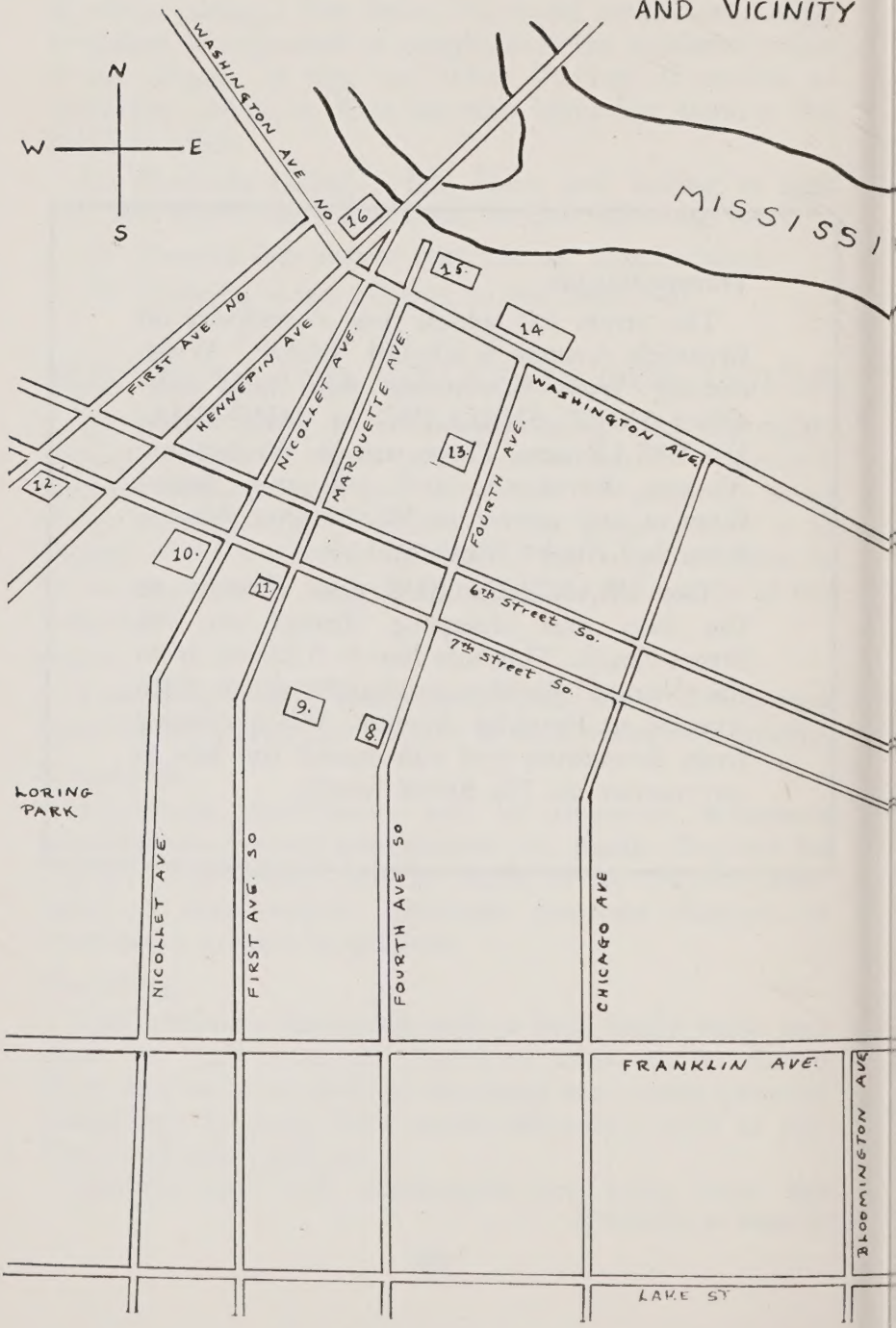
(Continued on page 22)

Transportation:

The street car which runs downtown on Riverside Avenue is labeled "LOOP." When coming *from* downtown you may take either FORT SNELLING or MINNEHAHA FALLS cars. These run on Washington Avenue downtown, and you may board them at any corner on Washington Avenue from 2nd Street North and on.

The FRANKLIN BUS goes directly to the loop and shopping district on 7th Street South. This bus line is 5 blocks from the Nurses' Residence—straight down 24th Avenue to Franklin Avenue. When coming *from* downtown you can board the bus at any corner on 7th Street South.

Orientation Map of Fairview Hospital and Vicinity



KEY

1. FAIRVIEW HOSPITAL
2. ST. MARY'S HOSPITAL
3. BETHANY CHURCH
4. BANK
5. POST OFFICE
6. NORTHRUP AUDITORIUM
7. L. S. A. HOUSE
8. CENTRAL LUTHERAN CHURCH
9. MPLS. AUDITORIUM
10. DAYTONS STORE
11. BRANCH POSTOFFICE
12. BUS DEPOT
13. COURTHOUSE
14. MILWAUKEE DEPOT
15. MAIN POSTOFFICE
16. GREAT NORTHERN DEPOT

moldings. Picture hooks may be obtained from the housemother. Tacks, pins, nails, adhesive, or scotch tape mar the woodwork and walls.

Rugs on the floors cannot be permitted because of no facilities for cleaning or shaking them.

Bed linen, towels and wash cloths are supplied once each week. Each student is supplied with one blanket but she will furnish her own additional blankets. Bed spreads are furnished.

Keys

If all people were honest no keys would be needed. Dormitories are semi-public and therefore each student is urged to leave no valuables in temptation's way. Each student is given one key for her room and one key for a locked drawer. A deposit of $2 is required for the safe return of these keys. Each student is requested to lock money and valuables in drawer and to lock the door to her room.

Radios and Electric Appliances

The wiring in the rooms permits the use of only radios and reading lamps—no electric appliances such as irons and hot plates. Each occupant of the residence is urged to exercise the care and economy of electric lights that she would in her own home. Electric light bulbs are exchanged by the housemother.

A radio is for the pleasure of the individual who selects her program. Therefore the radio program is not to be inflicted on the neighbors.

Quiet Hours

Monday-Friday (during school year)	7:00 a.m. until 4:00 p.m. 7:30 p.m. until 9:00 p.m.
Every evening	
September-May	after 10:30 p.m.
June-August	after 11:00 p.m.

Quiet hours shall be understood to mean:

There shall be no loud or disturbing conversation in the rooms or corridors. Radios shall be tuned low so that

they cannot be heard outside the room. Students returning from relief duty should go to their rooms and not disturb those sleeping.

Vacating Rooms

Trunks are not permitted on the floors but should be unpacked, repacked, and kept in the trunk room in the basement of the residence. Before leaving on affiliations, each student shall pack her belongings so that her room can be cleaned and made up before the returning student arrives. If she needs to store any property during her absence she shall make arrangements with the housemother. Everything stored must be plainly marked with owner's name. Articles and garments to be discarded should be placed in the proper receptacle in the trunk or laundry rooms.

When a student completes her course all her personal property must be taken with her. If she must leave any property it is to be stored in the store room:

1. Plainly marked with owner's name.
2. Arrangements for storage made with the housemother before key-money is refunded.

Any property left longer than *three months* will be disposed of. Limited storage space does not permit accumulation because the available space is needed for trunks and baggage belonging to the occupants in residence.

Bathrooms

Leave your tub or shower clean and ready for the next user, and take all your personal belongings with you when you leave. Better never to have a ring, than to have the *kind* left in the bath tub.

Laundry

For the convenience of the students a small laundry in the residence is equipped for their use. Two Bendix machines, tubs and clothes dryer are available. All washing and ironing of personal articles is done in the laundry. Electric irons are provided. Use them with care. Turn off the electricity and leave them in good order! Treat the irons well; they respond to considerate care.

Personal laundry is to be marked with owner's name and is to be removed from the residence laundry as soon as dry. The responsibility for personal laundry rests with each student, but should articles be lost please report loss as soon as possible to the housemother.

Hair-dryer

The hair-dryer is a standard beauty-parlor piece of equipment for the use of the residents.

The Kitchenette

Your kitchenette is in the basement. It has an electric refrigerator, a gas stove, utensils and dishes.

How to make it most useful for all:

1. Food in the refrigerator: Mark it with owner's name.
2. Gas stove, for cooking and baking: Enjoy it. Keep it white and shining. Turn off the gas!
3. The kitchen sink: Dishes washed; sink cleaned; water turned off
4. Equipment: There is equipment for the use of all as long as it is left there.
5. Breakage: Report it, so that articles may be replaced.
6. "Lights out": When through using the kitchenette.

Adjacent to the kitchenette, in the "tea room," is a sewing machine for students who are seamstresses. Machine bobbins may be purchased at the residence office.

Picnics

Requisitions upon the Diet Department for picnics and parties are to be made in advance in writing and presented to the housemother not later than 7:00 a.m. for supplies which are wanted for the following day. Not less than six people should make a requisition.

State the supplies wanted.

Date and time you will call for the supplies.

Your names, indicating who is chairman of the group. A student may not have her name on a requisition more than once a month.

Guests

1. Over night. Arrangements for over-night guests should be made previously with the housemother. There is a charge of 50c per night.

2. Meals. Register your name and your guest with the dietitian by calling in person at the dietitian's office by 3 p.m. prior to the evening meal, and Sunday guests should be registered by 3 p.m. Saturday. The total number of guests per week night is five and on Sundays ten. You may obtain a ticket at the office or pay the dietitian in charge of the cafeteria for the minimum charge. Each student is allowed ten guests per year.

Mail

For mail sent here the address is

Fairview Hospital
Nurses' Residence
2344 So. 6th Street
Minneapolis 6, Minnesota

Mail and packages are distributed in the residence office by the housemother following the morning and afternoon deliveries. Every effort will be made to locate students immediately for incoming telegrams, special deliveries and registered letters.

Students leaving for affiliation or vacation will please notify the housemother and furnish her with an address for forwarding mail. Check to see that your room is tidy before leaving.

Residence addresses of affiliating schools are listed below:

Powell Hall
University of Minnesota
Minneapolis, Minnesota

Harrington Hall
Minneapolis General Hospital
Minneapolis, Minnesota

Box 157
Nurses Cottage
Fergus Falls, Minnesota

Telephone

The hospital telephone number is GEneva 6691. This number reaches the hospital switchboard operator. In case of any emergency while away from the hospital call this number and ask for the housemother of the Nurses' Residence, or the Nursing School office.

When answering the telephone in the Nurses' Residence do not give your name—simply state the floor from which you are answering. For example—"Third floor, Nurses' Residence."

The telephone numbers of the outside phones on each floor of the residence are on the front page of this handbook.

Personal telephone calls on duty are not permitted. Messages for students are received in the Nursing School office and relayed from there to the student. Should a student need to make a telephone call during duty hours arrangements should be made in the Nursing School office.

Fire Safety

Each student shall acquaint herself with the Fire Drill Regulations posted on the door of each room.

She should know the location of the fire extinguishers and the method of using them.

In case of a fire: Alarm should be sent from the nearest signal station.

Call the Fire Department by dialing the red "O." State the exact location of the fire—address, floor, and room number.

Call the hospital telephone operator and inform her of the fire in the residence.

Bulletin Board

Students are held responsible for information appearing on bulletin boards located on the first floor of the residence. Important announcements in regard to classes, social activities and articles of interest are posted there.

Class and Duty Schedules

Schedules are posted one week in advance on Fridays. There will be copies of all schedules on the bulletin board in the Nurses' Residence lobby, and also on the bulletin board in the hall of second floor, Thomas Building.

You are expected to consult the bulletin board daily for any unexpected changes in schedule, as well as for any announcements.

Prompt attendance at all classes is required so it would be well to set your watch with the clock in the lobby of the Nurses' Residence to be sure of arriving on time.

If a student comes late to class she is to write out the reason for being late and leave the slip with the instructor at the close of the class period.

Try to be as quiet as possible in going to and from classes through the Thomas residence hallway because there are night nurses sleeping there also.

Street Clothes

1. Freshman students will wear street clothes for the first few months while having only class work.
2. Upper classmen may wear street clothes to classes unless otherwise instructed.
3. Slacks are not to be worn to classes except for First Aid when permitted by the instructor. Slacks may be worn in the dining room, but not in the main lobby of the hospital. If an errand to the Nursing Office is necessary, please use the back stairway.
4. Shorts are not to be worn on the hospital grounds or streets without a skirt over them.
5. You are requested not to come to classes with your hair in pin curls or wearing a kerchief on your head.
6. Whenever possible students are to wear street clothes when attending classes downtown.

Uniform Regulations

1. When in uniform it must be complete in all details, including cap and white shoes and stockings. Attending class in uniform requires *full* uniform either at Fairview or at other hospitals.
2. Students in surgery may wear their gauze head dress to the dining room or to classes at Fairview if time does not permit them to be removed. Surgery caps are not to be worn to classes at other hospitals.
3. If it is necessary to wear your uniform downtown (to classes only) or to the drugstores in the hospital vicinity, you are not to wear your cap.
4. Street dress permits long hair, brightly colored nail polish, and dark lipstick. The nurses' uniform does not!

How the classes are named

First year students—"Freshmen"
Second year students—"Juniors"
Third year students—"Seniors"

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SCHOLASTIC AND CLINICAL REQUIREMENTS

Scholastic Average

An average of C— shall be maintained as a minimum. An average of D+ may result in the student being placed on probation if her ability in nursing practice justifies it.

Students may be placed on scholastic probation for 3 months. At the end of that period the student's record shall be reviewed by the faculty. A C— average for that period shall be a requirement for remaining in the school.

Nursing Practice Achievement

Satisfactory performance of nursing practice is required of all students in addition to a C— average in classwork.

Below average efficiency reports are equivalent to a D grade in nursing practice, and all such records are reviewed monthly by the faculty. Students with two consecutive below average efficiency records shall be on probation for 3 months. At the end of that period the student's record of nursing practice shall be reviewed by the faculty, and an efficiency record of average quality shall be a requirement for remaining in the school.

Grading System

The Average Deviation method of grading is used by all instructors. D is the passing grade in any subject. The method of arriving at averages of grades is based on the number of credit hours in each course. Grades in Bible are not included when judging ability in nursing.

A Excellent
B Above average
C Average
D Below average
F Failure

Attendance at Classes and Absences

Prompt attendance at all scheduled classes, including ward classes, is required of all students. Absence from class is allowed for death or illness in the family. For absences other than for death or illness in the family, the student must present a written request to the Educational Director at least three days before the time of the absence. If the request is granted she will receive an excuse slip which must be signed by the instructor of each class to be missed. This is then returned to the Educational Director to be finally approved and placed with the student's permanent record. No more than one such special excuse will be granted per year.

After an absence a student must make arrangements with the instructor within three days after returning to do the necessary make-up work, or write any examinations which may have been missed. If such examinations have not been written by the date specified by the instructor, the student will be assigned to part-time

duty until the work is completed. The time so lost will be made up at the end of her course.

Absence from one-third or more of any course cannot be made up except by repeating the course.

Case Studies

Case studies may be required in each major clinical service at the discretion of the supervisor of the department. These are to be completed before the end of the service. Medical and surgical case studies must be completed before affiliations, or such affiliations will be cancelled and the student placed on part-time duty until the case studies are complete. The time so lost will be made up at the end of her course.

Failures in Final Examinations

A passing mark on the final examination is required, and a student may rewrite a final examination once in case a failing grade was obtained the first time. Final examinations ONLY may be rewritten.

During the preliminary period a student may rewrite the final examination in two courses. After the preliminary period a student may rewrite the final examination in two courses only. A grade of C— is the minimum passing mark for a rewritten final examination.

A fee of $1.00 is charged for rewriting final examinations. Two weeks' time is allowed for rewriting final examination failures. If not written at the end of that time the student will be assigned to part-time duty until the test is rewritten. The time so lost will be made up at the end of her course.

Failures in Courses

A failure in any subject during the preliminary period, or in Medical-Surgical Nursing in the freshman period, will necessitate withdrawal from the school, since the privilege of repeating these courses cannot be granted.

A failure in one course, other than Medical-Surgical Nursing, after the preliminary period may be made up by repeating the course, or doing extra work under the

direction of the instructor. A grade of C is a minimum passing grade for such work. A fee of $5.00 is charged for repeating any course.

Exceptions

Students unable to maintain a C– average may be retained in the school if, in the opinion of the faculty, they display above average ability in nursing practice. A D+ average is the minimum scholastic average for such students. At the discretion of the faculty special consideration may be given to any student who, because of illness or difficulties in adjustment, has not maintained the required average, provided the student shows definite promise of improvement.

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HEALTH REQUIREMENTS

A student nurse should enjoy her work and have the spirit of service. In order to get pleasure in caring for patients and giving them the best possible service she must herself radiate good health. Intelligent personal hygiene requires that she has sufficient sleep, out of doors exercise, good food habits, etc. There is ample opportunity for the Fairview student to keep physically fit. If each student reads the following regulations and cooperates, the results will be time saved for both the hospital and student, and better service for the student.

1. The School of Nursing requires a yearly physical examination for all students. This examination is arranged by the Health Director.

2. All health problems should be reported to the Health Director, or in her absence to the faculty member who is on duty in the Nursing School office.*

3. Illness or absence should be reported:
Before 7 a.m. if student is due to report on duty at 7 a.m.

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*Whenever the Health Director is not available, a faculty member can be contacted in the Nursing School office.

Before 12 noon if she is due to go on duty at 2:30 or 3 p.m.

Before 5 p.m. if she is due to report on duty at 9 or 11 p.m.

Before class time if she is not assigned to duty.

4. If a student becomes ill in the residence and finds that she will not be able to go on duty, either she or her roommate should immediately notify the Health Director and the head nurse on the station where she is expected on duty.

5. If a student becomes ill while on duty she must, before leaving the hospital, report to her head nurse and to the Health Director.

6. Doctors should not be consulted at the hospital regarding illness except in emergency and then only with the permission of the Health Director. Neither medical advice nor medication may be prescribed by anyone except the attending physician, or by the Health Director under the direction of the attending physician.

7. When a student has been referred to a physician for a special examination or treatment, she is to report back to the Health Director at her earliest convenience. Surgery, special treatments or diets, etc., must be arranged through the Health Director. This is important in order to keep accurate records.

8. When a student is ill and unable to leave the residence for meals, the roommate is responsible for getting her meals. She must obtain a signed diet request from the Health Director or from a member of the faculty. If the roommate is not able to attend to this duty, she should appoint someone to act for her. The students are cared for in the residence for minor ailments only.

9. As soon as a student who has been hospitalized is discharged from the hospital, she should report to the Health Director, either by telephone or in person.

10. A student who is off duty but has permission to be up and around should report each day to the Health Director. She may leave the residence for meals and

classes only. She is to return on duty by permission of the Health Director. No late leaves or over-night passes are to be granted to a student off duty due to illness without the consent of the Health Director.

Visiting the sick: Visitors are limited when students are ill enough to be in the hospital. Students may visit other students and friends who may be ill in the hospital by obtaining a written permit from the Nursing School office, but only during their hours "off duty" and during the regular visiting hours of the hospital. If the "No Visitors" card appears on the patient's door, permission must be obtained from the head nurse before entering the patient's room.

Students in the hospital and residence who are ill with an upper respiratory infection are *not to have visitors.*

12. Student nurses who have symptoms of a "common cold" should report just as any other illness is reported. Many days of illness can be saved usually if the student reports immediately.

13. All illnesses should be reported during daytime hours. However, if an emergency arises the night supervisor is notified.

14. It is advised that all students visit a dentist semi-annually. For those who have not previously consulted a dentist in the city, and wish advice in choosing one, there is a list of reliable dentists available in the Nursing School office. Students who have been visiting their own dentists regularly may continue to do so. Each student, however, will ask her dentist to fill in a dental record provided by the Nursing School, on the completion of her dental work for each year. This record will be given to the Health Director to be filed with the Health Record.

15. It is important that each student weighs each month and records her weight on her weight chart *on the first day of the month.*

COUNSELING PROGRAM

Student Counselor

The Counselor supervises a program which aims to meet the needs of the student nurse in developing a wholesome personality. She knows them individually and is always ready to be of assistance in any way. In addition to the individual counseling she directs all group activities.

Faculty Advisor

Each student has a faculty advisor who is available to her for personal, professional and academic counsel.

Big Sister

"The Big Sister" is a member of the Junior class who helps introduce the student to her new surroundings. A bond of friendship between the "big" and "little" sister is one of the greatest satisfactions of student days.

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EXTRA PROFESSIONAL ACTIVITIES

Our Cottage

Students are encouraged to go to the Fairview Cottage on Lake Minnetonka on week-ends or during the week when time off duty permits. This attractive lake home is located on the North Arm Bay just past the Sandy Beach Store on Saga Hill. Permits and regulations for the use of this cottage are directed through the Nursing School office.

Our Social Life

Parties. Monthly parties are planned by the Student Association. The students also have their own small parties, which might be a sunrise breakfast or a midnight snack.

Coffee Hour. This get-to-gether is a twice monthly informal hour in the parlor to relax and chat over a cup of coffee.

Y Program

Fairview students meet weekly with other city hospitals at the YWCA, 1130 Nicollet Avenue, for two ten

week periods during the fall and winter months. The program provides a choice of interesting sports such as swimming, bowling, basketball, shuffleboard, and ping pong. Bowling and basketball tournaments offer competition and a chance to be winners.

Softball

The *Softball Team* of Fairview students competes with other teams in the inter-hospital league sponsored by the Minneapolis Park Board.

Cultural and Recreational Activities in the Twin Cities

It is hoped that every student will take advantage of the many opportunities offered in the Twin Cities. The following list of the available activities should be helpful in choosing an evening of relaxation and enjoyment.

Art

Minneapolis Institute of Arts
Minneapolis Public Library
University Gallery
Walker Art Center

Drama

Lyceum
North Star Theater Guild
Old Log Theater
University Theater

Music

Minneapolis Symphony Orchestra
University Artist Course
St. Paul Pop Concert
Band concerts in the city parks

Sports

College and University of Minnesota football, basketball, hockey and track tournaments.

High School Basketball Tournaments.

Facilities at Riverside Park:

Tennis	Softball
Badminton	Ice skating

Facilities in the city:

Canoeing	Archery
Biking	Swimming
Golfing	Roller skating
Horseback riding	Sail boating, etc.

Watch the bulletin board for further details of forthcoming events.

Our Chorus

The Fairview Hospital Chorus is composed of students and provides opportunities for vocal talent and a greater appreciation of music. A professional director is maintained. During the spring of the year the Chorus gives concerts in the Twin Cities.

Our Religious Organizations

Chapel is a weekly evening service planned by the students for the purpose of providing a church worship. The sermon is given by a pastor and usually once a month a senior student speaks.

An informal fellowship group meets twice monthly in the living room about the fireplace. Students lead the discussions on Christian faith.

Mission Interest Group plans five meetings a year for the purpose of stimulating greater vision and enthusiasm for the work of foreign missions.

Lutheran Daughters of the Reformation meet once a month to acquaint the students with Christian service and to be a means through which their religious life may find expression.

Spiritual Emphasis Week ushers in the Lenten season with a series of services designed to deepen the spiritual life and strengthen a closer personal relationship to Christ.

Lutheran Student House Activities

Lutheran Student Association offers an opportunity of meeting young men and women in all fields of endeavor. The activities are centered at the LSA House, 1813 University Avenue S.E., on the University of Minnesota

campus. Notices of LSA meetings are posted on the bulletin board.

Lutheran Nurses Guild meets once a month at the LSA House for the purpose of fostering a conscious Christian attitude in personal and professional problems among the nurses of the Twin Cities. The Guild sponsors an annual Festival of the Reformation service, Ash Wednesday Communion Service, and an annual Spring Song Service.

CHURCH HOME. "How fair the Church of Christ doth stand, a beacon light in all the land." It is difficult for nurses to attend Sunday services regularly due to the necessity of nurses having to serve patients 24 hours of the day and on Sunday and holidays. Therefore, it becomes all the more necessary to establish a Church Home. Affiliation with a church encourages one to attend more regularly and strengthens one in the desire "to be in my Father's house."

SCHOOL SONG

Fairview, O Fairview

(Tune: Tell Me Why the Stars Do Shine)

Fairview, O Fairview, we'll ne'er forget
The joys and dear friends thru you we've met,
Striving and yearning to faithful be
To Fairview we pledge our deep loyalty.

May service be our highest aim,
True service in the Master's name.
We'll work with mind and heart and hand,
That Fairview for the best may stand.

Fairview Hospital Colors

BLUE and GOLD